

*BEST COPY*

*AVAILABLE*

8 April 57

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS

The enthusiastic reception accorded the Personnel Executives' Conferences has prompted the Civil Service Commission to announce another program in this series. The Third Personnel Executives' Conference will be held on the Uptown Campus of the American University from June 10th through June 21st, 1957.

The plan of this Conference differs from the earlier ones only to the extent that our experiences and constructive suggestions of the participants indicate changes that will substantially increase its effectiveness.

Similar to its predecessors this program is designed to:

- broaden and deepen understanding of the relationship of personnel management and general management
- foster development and application of personnel policies, programs, and practices which will contribute the most to agency management
- provide opportunity for interchange of viewpoint, re-examination of one's basic assumptions and personal philosophy and increase tolerance for others' views
- evaluate and adapt the current program for future use.

The program theme will be the current thinking and developments in general management. Participants will share ideas and on-the-job experiences and will explore the application of new theories. The program will concern itself with the current thinking and developments in general management and especially with up-to-date research results in personnel management and human relations. There will be intensive work on actual problems and case studies in personnel management; there will be practice sessions in problem solving, group leadership and program development. Using a variety of methods and techniques, extensive individual participation will be provided.

- 2 -

The same high standards that characterized previous programs will be adhered to, inviting men of national stature to serve as discussion leaders and resource persons. We expect the participants to be of such high calibre that they will not only profit from the program but make significant contributions to its success.

We are inviting your nominations for participants in the third program. In view of the extreme importance of personnel management to the Federal Agencies, we believe that you will want to nominate officials who, in your judgment, meet the following criteria:

1. have reached the higher grade levels (such as GS-15 or higher) or have the potential for these levels
2. have responsibility for a total personnel program
3. have a genuine concern for improving personnel management
4. have something to contribute to the program
5. can be released from regular duties for full-time participation in the conference

This conference must necessarily be limited to around thirty participants. For this reason we would like you to nominate several highly qualified candidates from your organization including field as well as departmental personnel. Each nomination should be entered separately on the form, "Nomination Information," copies of which are attached. To facilitate final selections, please fill in each form completely, including for each nomination your order of preference in selection.

Forward your nominations to me, attention "Program Director, Personnel Executives' Conference, Room 151, U. S. Civil Service Commission, Washington 25, D. C." by May 8th, 1957. The final selections and notifications will be made as soon as possible after receipt of all nominations.

We shall appreciate your continued interest and support in this mutual endeavor which we hope will have long-lasting benefits throughout the Federal Service.

  
R. J. Lawton  
Commissioner

Attachments

# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

No attachments